# Driver Qualification File Review Checklist

## Driver file

**Carrier / reviewer**

**Driver name / employee ID**

**Start date / review date**

## Core file evidence

- ☐ Signed driver application meeting the applicable employment-history requirements.
- ☐ Initial MVR inquiries for every licensing jurisdiction in the preceding 3 years; place records or documented good-faith efforts in the file within 30 days of employment.
- ☐ Road-test certificate or a specifically permitted equivalent; check restrictions and any alternative-vision requirements.
- ☐ Annual MVR inquiry and dated reviewer note, at least once every 12 months.
- ☐ Required medical evidence: current licensing-state CDLIS MVR for CDL drivers; medical examiner certificate and National Registry verification note for non-CDL drivers, as applicable.
- ☐ Applicable medical variance / SPE documentation and expiration tracking.

## Related records and file controls

- ☐ Previous-employer safety investigations and documented attempts completed within the applicable 30-day period; keep the protected investigation history file appropriately restricted.
- ☐ For covered CDL work, confirm testing and Clearinghouse prerequisites in the separate testing program records.
- ☐ Apply the retention rule for each record; investigate missing or expired evidence before assigning work.

This general checklist does not resolve Part 391 exceptions, state-specific rules, or temporary medical exemptions. The former annual driver list of violations is not a current federal DQ-file requirement.

## Items requiring follow-up

| Missing evidence / question | Owner | Due |
|---|---|---|
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49 CFR 391.21 49 CFR 391.23 49 CFR 391.25 49 CFR 391.51 49 CFR 391.53


Working resource. Confirm applicability and current requirements for your operation.